

  
*Let Your Life Shine*  
**RIVER WOODS**  
ALBRIGHT CARE-SERVICES

**TITLE:** LPN Charge Nurse

**DEPARTMENT:** Nursing

**SUPERVISOR:** DON

**SHIFT:** Various shifts/hours available

**LOCATION:** Nursing Care Center

Full time, part time, temporary

FT/PT includes every other weekend/holiday

Temp – weekends/holidays per PRN policy

**BRIEF DESCRIPTION:** Assists the RN Supervisor in the administration of the unit, creates and nurtures a person-centered and resident directed culture. Supervises the nursing assistants to ensure quality of resident care and resident outcomes and ensure the physical, personal and emotional needs of the resident are met. Strengthens the abilities of the team members to grow as an effective team and promotes individual and team learning within the unit.

**PRIMARY RESPONSIBILITIES:**

- Responsible for the supervision, orientation, education, development, evaluation, coaching and discipline of nursing assistants on assigned unit. Assures team members comply with educational requirements.
- Supports nursing dept. scheduler in scheduling function. Monitors the nursing assistant schedule to assure appropriate coverage. Communicates calls off or schedule changes to Scheduler. Calls staff in to work as directed by RN Supervisor.
- Assigns duties to nursing assistants based on resident's needs and available staff.
- Observes, records, and reports any change in resident's condition. Notifies resident's physician as necessary to report change in condition, medication requests or changes and to verify physician orders.
- Renders professional nursing care to residents through proper administration of prescribed medications and treatments according to orders, organizational policy and procedure. Observes for possible reactions or side effects and appropriately addresses those issues.
- Regularly monitors the medication and treatment cart, nurses' station and med room, ensures that all are neat and orderly. Routinely checks medication cart for expired medications. Properly disposes of expired medications. Follows established practice for narcotic count at beginning and end of shift.
- Transcribes written physician orders accurately to Medication Administration Record. Accurately completes laboratory requests as ordered by the physician. Discontinues all medication as ordered by the physician.
- Accurately and timely documents in the resident's medical record in the electronic health record.
- Informs on coming charge nurse of residents' condition(s), services rendered during the work period, and the plan of care which has been developed.
- Assists in developing an individualized plan of care for each resident. Assists in review of and updates of resident care plans as necessary and with any change in condition.
- Assists in resident assessment and orients new residents to the rehab unit. Discusses care with the resident, resident's family and/or responsible person.

**QUALIFICATIONS:**

- Must be a Licensed Practical Nurse currently licensed in the Commonwealth of PA with one year of geriatric experience
- Possess a general working knowledge of the senior care industry.
- Ability to communicate effectively in person, in writing and on the telephone. Must be tactful, courteous, and dependable and have the ability to supervise, plan, and organize with little or no supervision.
- Must be able to assist with the transfer of residents. Must be able to lift and support 25 pounds and push/pull up to 200 lbs.

**PHYSICAL DEMANDS:**

- Visual and aural acuity required in performance of duties including preparation and reading of reports and operation of office equipment. Aural acuity necessary to communicate with employees, representatives of community, and residents.
- Manual dexterity is necessary to handle equipment and carry out procedures.
- Sits 50%, walks 30%, and stands 20%.